

Revision Date: August 2002

SYSTEM OPERATION

SECTION A-4

A-4 SYSTEM OPERATION

A-4.1 SIGN-ON

When you enter the PRISM Application from the PRISM Functions Menu (see Section A-2), the first screen you will see is the Prism Sign-On screen. At this screen you will enter your PRISM password. Your password determines certain data access privileges. The system contains the following types of data access depending on the password you enter:

- PRISM Coordinator.
- Division Coordinator.
- System Manager.
- Project Manager.
- A system user that has view-only capability.

See section A-4.3 for more information concerning data restrictions imposed by the password you enter.

14-JUL-99	S I G N O N S C R E E N	062499PH SIGNON
<p>ENTER PRISM PASSWORD:</p> <p>_____</p> <p> ■</p> <p>_____</p> <p>AND THEN PRESS THE 'ENTER' KEY TO CONTINUE</p>		
<p>[F10]--Exit from PRISM. Count: *0</p>		<p><Replace></p>

A-4.2 MAIN MENU

PRISM is a menu driven application. Displayed below is the PRISM Main Menu. Choices 1 through 5 are selections for application modules. Choice number 6 will access support data tables which contain look-up data used by the application modules. Choice number 7 will access master data tables which are common to all application modules. Choice number 8 provides utilities such as global project counts and data locking. Choice number 9 is an application module for environmental program data. Choice number 10 is an application module for continuing authority program data.

All screens may be viewed. However, only a PRISM Coordinator can make master data changes using selection 7. Only the System Manager can update support data using selection 6 Only the System Manager and a Division Coordinator can update and lock data using selection 8.

03-MAY-01	P R I S M M A I N M E N U	110200PH	PRISM
1 - PB2A Module	6 - Support Data Maintenance		
2 - PBS Module	7 - Master Data Maintenance		
3 - 2101 Module	8 - System Utilities		
4 - Forcon Module	9 - Environmental Program		
5 - Work Allowance Module	10 - Continuing Authority Program		
	99 - Exit from PRISM		
	Enter Your Choice: █		
[F10]--Previous menu [PgDn]--Check jobs running [HOME]--Go to reports Directory			
Count: *0			<Replace>

A-4.3 EROC & PASSWORD RESTRICTIONS

The first two characters of your user-id contain your EROC code. Based on this code the system restricts access to projects. District users can only access projects within their district. Division users can access projects within their division. HQUSACE users can access projects throughout the entire Corps.

Your access to projects is further restricted depending on what password you enter at the PRISM Sign-On screen when you log into the PRISM application. There are four types of passwords:

PRISM Coordinator Password. If you enter the coordinator password associated with your EROC, you have access to all projects. EROC and LEVEL restrictions still apply.

Project Manager Password. If you enter a valid project manager password, you have access to projects assigned to that manager and to projects not assigned to any specific manager. EROC and LEVEL restrictions still apply.

Division Coordinator Password. This is the coordinator password for Division users. This gives the Division coordinator access to all projects within their division, and set limited restrictions on access to the B and C levels.

HQUSACE System Manager Password. This allows the HQUSACE system manager to update support tables and set restrictions on access to the B and C levels.

No password. If you do not enter any password, you may run reports and view data. Changes may be made to the data on levels 1 through 9 for projects not assigned to a manager. EROC and LEVEL restrictions still apply.

A-4.4 LEVEL RESTRICTIONS

A level is a copy of all or part of the database. For example, a working copy of the data may be kept on one level, while another level may contain data which has been approved and needs to be kept unchanged. Data in the PB2A, PBS, 2101, FORCON, ~~and Environmental and Continuing Authority Program (CAP)~~ modules may be stored on levels B, C, 0 through 9.

Level B is the basic or approved level. It can be updated by field and HQUSACE PRISM coordinators.

In the PB2A, PBS, ~~and FORCON, and CAP~~ modules, no updates will normally be allowed on this level. HQUSACE will use this level to periodically save finalized data for historical purposes.

In the 2101 module, field users will submit their initial basic schedule on level B, which will then be locked for the remainder of the year.

Level C is the current level. It can be updated by field and HQUSACE PRISM coordinators. Submissions to HQUSACE by field users are made on this level. This is the level which HQUSACE looks at to see the latest data. In the 2101 module, this is the current schedule which is updated quarterly.

Level 0 is the field PRISM Coordinator working level. Field data in level 0 can not be updated by HQUSACE. (Exception: Selected HQ users are allowed to use the PB2A level-to-level copy screen to copy into level 0.)

Levels 1 through 9 are field working levels. Each district/division can limit the number of working levels to be used by establishing a maximum in the DIVDIS table (see Section B-7.2). If you try to create a level greater than the maximum you get an error. Levels 1 through 9 may be updated by field PRISM coordinators and project managers. Field data in levels 1 through 9 can not be updated by HQUSACE. (Exception: Selected HQ users are allowed to use the PB2A level-to-level copy screen to copy into levels 1-9.) Levels 1 through 9 are the only levels which project managers may update.

The HQUSACE System Manager can lock levels B and/or C by eroc, year, and appropriation in the following combinations:

- Both field and HQUSACE coordinators can update.
- Only Division and HQUSACE PRISM coordinators can update.
- Only HQUSACE PRISM coordinators can update.
- Only selected HQUSACE PRISM coordinators can update.
- ~~Only field coordinators can update.~~
- Nobody can update.

A Division coordinator can lock levels B and/or C by eroc, year, and appropriation in the following combinations:

- Both field and HQUSACE coordinators can update.
- Only Division and HQUSACE PRISM coordinators can update.

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The locking of levels B and/or C is maintained separately for each module. Thus, for example, the 2101 screens could be open for updates on level C while the PB2A screens are set to view-only for that level. Within PBS, the level locking is maintained separately for the budget maintenance and capability screens. Thus, for example, the capability screen may be open for updates while the budget screens are view-only. The PBS Remarks screen is never locked.

A-4.5 QUERIES

When most PRISM data maintenance screens first appear, they are in query mode. You can tell that the screen is in query mode when the message -"Enter Query" - appears at the bottom of the screen. Only the

F3 and **F10** function keys are available when in query mode. The **F10** cancels a query. While in query mode, you can:

Press the execute query function key **F3** without entering any value in any field. The system will query the database and put in your buffer all the records which apply to the screen and your eroc. You will be able to view, delete, modify, or add records if you pass all restrictions. It is recommended to avoid this type of query because it requires ORACLE to retrieve all records that pertain to your eroc. The more information you can enter about the data you need the quicker the response.

Enter values in one or more of the query fields (highlighted fields) and then press the execute query key **F3**. The system will search the database and put in your buffer all the records which satisfy the criteria entered. You may then proceed to update. If no records are found, a message will be displayed and you can enter a new set of values for another query. To generate a less specific query, wildcard character(s) can be used. The wildcard character is the percent sign (%). It can be used anywhere in a field that you wish to query on, and can be used more than once in that field. For example, entering '%BE%' in the local project code field will find all records which contain 'BE' anywhere in that field.

Press the cancel query key **F10** to leave the query mode without querying anything. Your buffer will be empty and you will be able to insert (add) new records. If your intent was to exit the screen, press the **F10** key again.

At any time you can perform another query by pressing the enter query function key **F2**, entering your query, and then pressing the execute query key **F3**. If you modified the data in the buffer, the system will ask if you want to commit the changes before replacing the contents of the buffer with the result of the new query.

When entering query values while in query mode, you may use such operators as the greater than and less than signs. For example, if you want to query the records which have a certain amount greater than zero, place the cursor in that data field and enter ">0".

If there is not enough room in a data field to fit the selection criteria you want for that field, enter a colon followed by an identifier in that field and you will be prompted for additional query information. For example, if you want to query projects with PWI either 000022 or 000023, in the PWI field enter ":A". When you press **F3** to execute the query, the prompt "QUERY WHERE...?" will appear at the bottom of the screen. You would enter ":A IN ('000022','000023')" and press **Shift-F3**.

When querying certain fields you can press the **F4** key (List Values function) to display a list of valid values from which you can choose. For more information refer to A-4.8.1 later in this chapter.

A-4.6 NAVIGATING WITHIN PRISM DATA MAINTENANCE SCREENS

Adding, changing, and deleting data in the PRISM system requires the use of ORACLE function keys. Refer to section A-3 in this manual for a definition of all ORACLE function keys used in the PRISM system.

Adding records.

You may do any of the steps below to get into add mode.

- Press the cancel query key **F10** if in query mode.
- Press the create record key **F9**.
- Press the next record key **Down Arrow** at the last record queried.

Modifying records.

You must first query the project(s) to be modified. Then modify the data. Use the up and down arrow keys to move from one record to another.

Deleting records.

You must first query the data to be deleted. Then press the delete record key **Shift F5**.

Data is saved into the database when the user presses the commit key **End**. It usually is not necessary to do this since the maintenance screens normally do a 'commit' automatically when you leave the screen. When the message 'Transaction completed -- n records processed' is displayed, this means that the changes have been saved into the database.

When the message 'Press any function key to acknowledge message' appears at the bottom of the screen, all function keys will be disabled. At this point, press any key until the message goes away. Then all function keys will be activated again.

Some PRISM screens make special use of certain function keys. These are discussed later in this manual under the applicable screen.

The following is a short list of the most important ORACLE function keys to use. Use the **F8** key to display the function keys available for the particular screen you are currently on.

Tab or Enter : Go to the next field.

Shift Tab : Back up to previous field. (Shift-TAB at the first field jumps to the last field in the current block of the screen.)

Arrow- Left & Right: Move cursor left & right within the current field.

Arrow- Down : Go to next record.

Arrow-Up : Go to previous record.

End : Commit transaction (save your changes to the database).

F2 : Enter query.

F3 : Execute query.

F10 : Exit (exit out of the screen) or Cancel Query (when in query mode). Normally this will exit the current screen and return to the previous menu. However, if you are in the query mode pressing **F10** will exit the query mode and in effect put you in an add mode. You can then enter a new record to insert into the database, or press **F2** to enter a different query, or press **F10** to exit the current screen.

F4 : List field values displays a list of valid values for the current field. Use the up and down arrow keys to move from one value to another. When the value you want to use is highlighted, press "Enter" to select that value. See A-4.8.1 in this chapter for more information on this function key.

F6 : Clear out existing values in the field. This is used before changing data in dollar amount fields so that you don't need to right-justify the data.

F8 : Help. Displays available function keys and their meanings.

F9 : Create new record.

F1 : Displays help message for the current field. For some fields a separate screen shows all acceptable values for the field.

Shift F2 : Display next set of records.

Shift F5 : Delete the current record.

Shift F8 : Redisplay the current screen. Useful if a communications glitch has garbled the screen.

PgDn : Go to the next block on the screen.

PgUp : Go to the previous block on the screen.

A-4.7 ADDITIONAL NOTES

A project can not exist in one of the modules (PB2A, PBS, 2101, FORCON, Work Allowance, Environmental, Continuing Authority Program) unless a project record has been established in the PROJECT table with the same key (EROC, APPN, CCS, PWI).

A subproject, separable element, or study interim (SS1/SS2) can not exist in a module unless a subproject/separable element/interim record has been established in the SUB_SE table with the same key (EROC, APPN, CCS, PWI, SS1 (or SS2)).

When you are creating a new project or subproject/separable element on applicable PRISM data maintenance screens, the system will prompt you for a name and add the record to the PROJECT and/or SUB_SE tables if it does not already exist. If you wish, you may also add these records by going directly to the Master Data Maintenance screens to establish the project in the PROJECT table and the subproject/separable element/interim in the SUB_SE table. See section B-7 for master data maintenance instructions.

The NAME of a project comes from the PROJECT table, unless SS1 or SS2 is used in which case NAME comes from the SUB_SE table. The project name is a display-only field in the modules. The project name is changed using the master data (project) maintenance screen. If the project exists in the PBS module then only HQUSACE may change the project name.

All dollar amounts in the PB2A, PBS, ENVIRONMENTAL, ~~and~~ FORCON, and Continuing Authority Program (all except hired labor and other-inhouse) modules are in thousands of dollars.

Dollar amounts in the 2101 and FORCON (hired labor and other-inhouse only) modules are entered in thousands of dollars followed by a single decimal digit representing hundreds of dollars.

Dollar amounts in the Work Allowance module are entered in dollars followed by two decimal digits representing cents.

A-4.8 ADDITIONAL FEATURES

A-4.8.1 QUERY MODE LIST VALUE

03-MAY-01

PBS BUDGET MAINTENANCE: PED

050201D2 PED

BFY:2003LVL:CLPRJ:

EROC:G5APPN:A

CCS:

PWI:

SS1:

SS2:

S

NAME:

STATUS: % NONSTRUCT FDR:

MAJOR BEN:

PED PROG CODE:

STATE:

TOT BCR:

===== DATES =====

SCHD FINANCING AGREEMENT:

COPY:

FY PED FUNDS FIRST

----- FEDERAL -----

LAST YR'S SCHD COMPL:

YEAR BASELINE CAPAB RECOMM -NONFD-

CURRENT SCHD COMPLETION:

PFYS

===== PED FUNDING LEVELS =====

LIST OF VALID CCS CODES ASSIGNED TO APPROPRIATION

Find:

400 CONTINUATION OF PLANNING & ENGINEERING (CP&E)

+ 410 WATERSHED/ECOSYSTEM PROJECTS

420 CP&E - NAVIGATION PROJECTS

421 CP&E - NAVIG PROJS - CHANNELS AND HARBORS

422 CP&E - NAVIG PROJS - LOCKS AND DAMS

440 CP&E - TOTAL SHORELINE PROTECTION PROJECTS

+ 441 SEC 9-10, R&H ACT, 1899

450 CP&E - FLOOD CONTROL PROJECTS

On certain data fields, pressing the [F4] (List Values) function key will display a list of the valid values for that field. In the example above, the [F4] function key was pressed at the CCS field. This displays the list of valid category/class/subclass codes. By using the up and down arrow keys, you can highlight the CCS needed and press the [ENTER] key to select it.

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The form below is also an example of the List Values function. In this form the user is looking for a specific PWI code. There are many projects associated with the appropriation/ccs entered. To cut down on the search, the user presses the [Tab] key to go up to the Find command. By entering one or more characters of the PWI, the List Value logic will search for and display all projects whose PWI code matches the value entered.

03-MAY-01		PBS BUDGET MAINTENANCE: PED		050201DZ PED	
BFY:2003	LVL:CLPRJ:	EROC:05	APPN:A	CCS:451	PWI:
NAME:		SS1:	SS2:		
STATUS:	% NONSTRUCT	FDR:	MAJOR BEN:	PED PROG CODE:	STATE:
DATES		PED FUNDING LEVELS			
SCHD FINANCING AGREEMENT:		COPY:			
FY PED FUNDS FIRST		FEDERAL			
LAST YR'S SCHD COMPL:		YEAR	BASELINE	CAPAB	RECOMM
CURRENT SCHD COMPLETION:		PFYS			-NONFD-
PED PROJECTS ASSIGNED TO EROC					
Find:					
08730	A	451	008730	KANOPOLIS LAKE, KS	
09590	A	451	009590	LAWRENCE, KS	
12319	A	451	012319	BRUSH CREEK, KANSAS CITY, MO (CP&E)	
12380	A	451	012380	WEARS CREEK, JEFFERSON CITY, MO	
AD931	A	451	012381	TURKEY CREEK BASIN, KS & MO	
12433	A	451	012433	ST JOSEPH, MO AND VICINITY	
AD905	A	451	012563	BLUE RIVER BASIN, KANSAS CITY, MO	
12649	A	451	012649	SOLDIER CREEK DIVERSION UNIT, TOPEKA, KS	

A-4.8.2 Troubleshooting Print Jobs

When a report is requested, one file that is always generated is the Status Report. The Status Report offers an explanation of the report outcome. Within this report you will find the starting time, a display of the report options requested, and messages from the report program, including warning/error messages. A Status Report is saved in your \$HOME/reports directory every time you run a report. The following is an example status report from a 2101 Module D06 report.

```

*****
*                               REPORT STATUS                               *
*****

Starting Time : Fri Jun 21 12:30:35 GMT 2002

User ID       : s0cwbegc
Report Name   : d06rpt
Process ID    : 16056
Destination   : File
Report Log    : $HOME/reports/d06rptstat.3
Report Output : $HOME/reports/d06rpt_out.3
PRISM Software: production
PRISM Database: production

-----
----- Report Input Data -----
E12002MAYB2002MAYN010221CIA 11*****

031902PHS0CWBEGC

----- Message from the Report -----

SQRT: Structured Query Report Writer V3.0.13.3
Copyright (C) MITI, 1994, 1995. All Worldwide Rights Reserved.

REPORT PARAMETERS
-----
EROC           : E1
LEVEL          : B
REPORT MONTH   : MAY
ACTUAL MONTH   : MAY
FISCAL YEAR    : 2002
DEVIATION OPTION : N
PERCENTAGE     : 10.0
R&H CONTRIBUTED : 2
APPROP BZ, GC, GD : 2
AVAIL AMT SOURCE : 1
DATA FILE      : 1
APPROP/CCS/CWIS(1) : A$/11$/*****
APPROP/CCS/CWIS(2) : $$/11$/*****
APPROP/CCS/CWIS(3) : $$/11$/*****
APPROP/CCS/CWIS(4) : $$/11$/*****
APPROP/CCS/CWIS(5) : $$/11$/*****
VERSION        : 031902PH
1 records were processed.

SQRT: End of Run.

----- Warning/Error Message -----

No Error Occurred.

Ending Time: Fri Jun 21 12:30:37 GMT 2002

```

A-4.8.3 UNIX User Procedure

A procedure is available to help users find phone numbers, Division/District office symbols, and other information that can assist when looking for other users. The following form is an example of what will be displayed when you simply type the command **user** from the UNIX system command prompt (%).

U S E R L I S T			
USER ID	NAME	PHONE	DIV/DIS OFFICE SYMBOL
s0cwb111	KARL S (PRISM)NILSON	202-761-4215	HQUSACE CECW-BA
1 RECORD(S)			

* Command: user *			
* Usage 1: user <search string> which is a full or partial *			
* UserID, Phone#, Name, Div./Dis., or Office Symbol *			
* Example: user [s0cwb111 202 NPD jones] *			
* Usage 2: user % -- All records *			
* Usage 3: user -- Your own record by default *			

[s0cwb111]% █			

Typing the command **user** displays information about your own userid. To take this a step further, if you want to list all users in a particular district, such as LRP, enter the command as follows:

user lrp

The results of this command are found on the next page.

User Procedure using the command: user lrp

=====	=====	=====	=====	=====
USER ID	NAME	PHONE	DIV/DIS	OFFICE SYMBOL
h4cdamff	MICHAEL F FILKOSKY	412-395-7384	LRD	CELRP-CD-A
h4cdieb3	ERIN BOSETTI	412-395-7387	NWD	CELRP-CD-I
h4cdiemc	EDWARD M CHURMA	412-395-7389	NWD	CELRP-CD-I
h4ctaday	DARLENE A YOUNG	412-395-7478	NWD	CELRP-CT-O
h4ctpjsl	JANET S LAUKAITIS	412-395-7476	LRD	CELRP-CT-O
h4ctpmrh	MICHELE R HUTFLES	412-395-7479	NWD	CELRP-CT-O
h4ctxcjp	CYNTHIA J PAPUGA	412-395-7477	LRD	CELRP-CT-P
h4ctxmsd	MICHAEL S DESTEFANO	412-395-7466	NWD	CELRP-CT
h4dlmmjr	MICHAEL J RATTAY	412-395-7372	LRD	CELRP-PM-P
h4dlpsmm	SUSANNE M MAJEWSKI	412-395-7382	LRD	CELRP-PM-P
h4dlxla3	LINDA ARGENTIERI	412-395-7380	LRD	CELRP-PM-P
h4edabs3	BONNIE SPOALES	412-395-7241	LRD	CELRP-RM-F
h4edapto	PHILLIP T ORLANDO	412-395-7303	LRD	CELRP-ED-DT
h4edhrmm	ROBERT M MOLNAR	412-395-7360	LRD	CELRP-ED-HW
h4edxpmh	PATRICIA M HAWK	412-395-7240	LRD	CELRP-ED-CS
h4edxtrs	TERRY R STANTON	412-395-7138	LRD	CELRP-PM-M
h4hrxcmf	CHRISTINE M FLEMING	412-395-7483	LRD	CELRP-CPAC
h4hrxlae	LISA A EBERLY	412-395-7482	LRD	CELRP-CEPAC
h4imigmb	GREG M BURNS	412-395-7404	LRD	CELRP-IM-P
h4imijde	JUDY D BUCCINI	412-395-7401	LRD	CELRP-IM-SO
Press [Enter] or [Space Bar] for Next Page, or q or Q to Quit >				

This displays all users with the value LRP in their office symbol. You can enter a full or partial search string value for userid, phone#, name, Div/Dis, or office symbol. All users validated for access on the WPC21 computer can be displayed.